



NOTICE OF A JOB VACANCY

The Embassy of Switzerland in Egypt, Cairo has an opening for a

Driver (100%)

Starting date: as soon as possible, or to be agreed

Job Description

- Drive members of the Embassy to places of duty, meetings, and other appointments.
- Pick up official visitors from airport.
- Distribution of mail, invitations and other items by hand.
- Run errands to Ministries, Embassies and other authorities and entities.
- Registration and follow-up renewal of driving and car licenses, diplomatic ID cards and residence visa for the members of the Embassy.
- Maintenance and cleaning of Embassy's cars.
- Other administrative tasks with use of computer skills.

Requested Profile

- Reliable, punctual, polite, discreet and flexible
- Excellent driving skills and respective training
- Excellent knowledge of Cairo's streets and its surrounding areas
- Fluent in English (speaking and reading)
- Basic computer skills
- Minimum 3 years work experience in a similar position

We offer:

Attractive working conditions and competitive salary. Opportunity to gain experience in an international environment.

Applications

Interested candidates should submit their application with a letter stating their motivation, a detailed Curriculum Vitae (CV) and necessary supporting documents (driving license, copies of diplomas and certificates) to the Embassy of Switzerland no later than 4th of January 2026.

By E-mail: cairo.jobapplicants@eda.admin.ch (job vacancy: Driver)

For non-Egyptian candidates: Must be in possession of a valid Egyptian residence and working permit.